



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

Arnold Schwarzenegger, Governor

Preston DuFauchoir, California Corporations Commissioner

Dale Bonner, Agency Secretary

Release Date: July 14, 2008

CLASSIFICATION: **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**
1 Position – Permanent/Full Time

FINAL FILING DATE: **August 4, 2008 or Until Filled**

SALARY: \$4400 - \$5348 per month

POSITION LOCATION: Office of Management & Budget, Education and Outreach Unit, 1515 K Street, Sacramento

DUTIES AND RESPONSIBILITIES – Under the direction of the Director of Education and Outreach, Department of Corporations (DOC), the Associate Governmental Program Analyst (AGPA) is responsible for organizing events, training contractors and assessing outcome measurements for the Seniors Against Investment Fraud (SAIF) and Troops Against Predatory Scams (TAP\$) programs. SAIF alerts and educates California seniors about how to avoid falling victim to investment fraud, while TAP\$ does the same for troops and their families. The position is also responsible for managing and developing partnerships and organizing events related to financial literacy, assisting with outreach events and drafting and maintaining Department publications. The AGPA also conducts presentations and provides materials to public and private community organizations that serve seniors and the military. Participates with other local and state agencies in local and statewide coalitions, roundtables, task forces and other groups that advocate fraud prevention. Travel is required.

DESIRABLE QUALIFICATIONS

- ◆ Excellent judgment.
- ◆ Ability to communicate effectively both orally and in writing.
- ◆ Ability to work cooperatively and deal effectively with others.
- ◆ Ability to work independently and with initiative.
- ◆ Dependability and the ability to adjust to shifting priorities and meeting deadlines.
- ◆ Ability to use personal computers, including MS Word and Excel

WHO MAY APPLY – State employees who are currently at the Associate Governmental Program Analyst level, those within transfer range or individuals with list eligibility who are reachable (in the top three ranks) and employees with Surplus or SROA status are encouraged to apply are encouraged to apply. For further technical information regarding the position, please contact Andrew Roth at (916) 327-7164. **Please send a completed application to the person and address provided below.** (Please indicate under the job title RPA #08-OMB0001).

SUBMIT APPLICATION AND RESUME TO:

Department of Corporations
Attn: Human Resources Office
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 445-6351

RPA #08-OMB0001

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.